

TIRNO-09-Q-00006 Amendment 1: Questions and Answers

Please see the following Questions (in black) and Answers (in blue), which serve to clarify and amend Solicitation TIRNO-09-Q-00006. Please read all questions thoroughly and incorporate the answers into your proposals. Note: there are some "overlapping" questions. Thank you for your time and consideration.

1. Where is the location of the briefing that they require in section 3.0? Is it in Kentucky or Maryland or dependant upon the location of the staff placement?

Kentucky

2. Will staff be required to alternate duty stations or will they work the entire contract in one of these two locations?

Staff will not be required to alternate duty stations.

3. Does the order have a maximum of 5 individuals or does each task order have a maximum of 5 individuals? (Section 9.4)

In regard to Section 9.4, there is a maximum of 5 individuals per vendor, regardless of number of award groups vendor may have been awarded (Initial training to occur with initial contract award).

4. How many people do you anticipate needing for each location?

It is the vendor's responsibility to provide adequate number of employees to perform tasks in manner that satisfies contract requirements. It is not Government responsibility to determine the number of employees contractor needs to reach those requirements. Government responsibility is to provide "housing" for the number of contract employees contractor determines is needed; however, Government "housing" is not infinite and is limited to availability of "housing" at time of task order award. As of this date, 11/25/08, the government has "housing" space for 20 contract employees; all in Kentucky or up to 4 in Maryland. The current "housing" space available is in TOTAL for the three award groups. That is 20 for Award Group 1 + Award Group 2 + Award Group 3; not 20 for Award Group 1, 20 for Award Group 2, and 20 for Award Group 3.

5. Is the training done on site?

Yes, at PS location in Kentucky.

6. Is the training billable hours to the government?

Yes.

7. Is there a cost to the vendor involved with the training?

There is no charge/cost to the vendor for the training that is to be provided by Personnel Security to the Contractor Key Personnel. It is the Contractor Key Personnel's responsibility to provide training to their contract employees and it is Government's expectation that such would occur at a Personnel Security location (See Section II 8.0 of Solicitation). If vendor requires travel costs to that training, those costs must be approved in advance by the Government COTR (See Section II 9.4 of Solicitation).

8. Who is the incumbent contractor? There is none. This is a new requirement.

9. Can offerors propose to perform the work for any sample task order at a different site than listed in the "place of performance" for that sample task order? Upon base year award, work is to be performed at Personnel Security locations in KY and/or MD, primarily at KY location. However, in future years, technology may allow for Award Group 2 and Award Group 3 duties to be performed at locations other than Personnel Security locations, at the discretion and approval of Personnel Security.

10. What is the proposed BPA start date? That date is needed in order to correlate pricing for this BPA with GSA schedule years. [The proposed BPA award date is expected to be in January 2009. Task Orders will subsequently be issued dependent on Personnel Security surge workload needs.](#)
11. The Schedule of Supplies/Services on SF 1449 states that prices will be inserted after award. Do offerors need to submit a signed SF 1449 with their proposals, and leave the unit price/amount columns blank? [Yes.](#)
12. The sample task orders (6a, 6b, 6c) include data for periods that have already passed (i.e., 6b, Section 4.3). Please provide updated data schedules based on the projected start date for these task orders under the resulting BPA(s). [The projected start date is early 2009 \(see Question # 10 above\). The vendor is not responsible for data listed for October, November, or December 2008, but will be responsible for such from award date forward. Estimated data through 2013 is provided in Attachment 5.](#)
13. The proposed BPA provides for a potential 60 month maximum term, yet the sample task orders (6a, 6b, 6c) only include data up through mid-2009. Is the offeror still required to price each task order for a potential 60 month term (base year plus 4 1-year options)? [Yes, offeror should price for each appropriate award group for the base year and each option year. Estimated data thru 2013 is provided in Attachment 5.](#)
14. If the offeror is to price all task orders for a 60 month term, please provide appropriate data for the full term, for each task order, for offerors to accurately price. [Appropriate estimated data thru 2013 is provided in Attachment 5.](#)
15. We request that the proposal page limitation be changed to a certain number, such as 25, per task order. This would level the evaluation for all offerors, rather than have one company proposal all tasks within a 50 page limit, and another potentially having the full 50 pages to propose on only one task order. [The Government stands by the page limitations as set forth in the BPA and believes that the 50 page limit for all 3 Award Groups is more than sufficient.](#)
16. The current schedule for questions submittal (11/26/08) does not leave sufficient time for offerors to receive answers and incorporate into proposals, currently due 12/4/08. Accordingly, we respectfully request that the proposal due date be extended to two weeks after release of the RFQ Q&As. [The Proposal Due Date is hereby extended to Friday 12/12/08 at 12:00 p.m. Eastern time.](#)
17. 2.1 States: WPG personnel are responsible for initiating the pre-screen adjudication case preparation, including scanning and attaching documents into the e-QIP (Electronic Questionnaires for Investigations Processing) system, **pre-screen adjudication checks using on-line databases**, initiating e-QIP invitations to applicants, and post-investigation adjudication preparation by scanning completed investigations files into PS's internal case management system (Automated Background Investigations System) for review and records retention. This activity requires close coordination and interaction with the IRS Human Capital, Procurement and business division personnel across the Service

Is the government anticipating within 2.1 statement: "pre-screen adjudication checks using on-line databases" for only the following: Citizenship status, Selective Service Status, FBIF/OPM SII, Federal Tax Compliance, Credit Check, OPM's PIPS, E-verify? [The "pre-screen adjudication checks using on-line databases" are further described in Section 2.2: "the checks to be reviewed include, but may not be limited to: Citizenship status, Selective Service status, Federal Tax Compliance, Federal Bureau of Investigation Fingerprint \(FBIF\) Results/OPM Security Investigations Index \(SII\), Credit Check, OPM's Personnel Investigations Processing System \(PIPS\), Automated](#)

Labor and Employee Relations Tracking System (ALERTS), and Investigation type.” At this time, additional on-line checks **may** include other databases on the OPM Portal (JPAS, CVAS) and indices checks of the Personnel Security's internal case management system (ABIS).

18. If so, will government provide these services to contractor or is contractor required to supply (the listed) services to government? **The Government will provide access to these systems to contractor personnel.**

19. Please see - 2.2 - Pre-screen Adjudications Group (PSAG) (Award Group 2) states: The checks to be reviewed include, **but may not be limited to:** Citizenship status, Selective Service Status, FBIF/OPM SII, Federal Tax Compliance, Credit Check, OPM's PIPS, E-verify.

Will the government be willing to consider additional prescreening solutions from the contractor's services as a part of a proposed solution for the government's prescreening requirements? **As Personnel Security progresses with these new processes, the Government will be looking at potential additional solutions and is always willing to consider such for future consideration; however, such additional prescreening solutions should not be part of the contractor's proposal.**

20. How many government / contractor employees are currently staffed in the Work Processing Group (WPG)? How many are Administrative and Clerical support? How many of those (WPG) employees hold a government clearance to perform their duties? **WPG has a staff of twelve; eleven Admin/Clerical staff, who report to one First-Line Supervisor, who reports to a Senior Manager. All contractor personnel will be required to have public trust background investigations as outlined in Section 9.1; however, national security clearances are not required of any contractor personnel in this award group. Any work that may come through this award group that requires a national security clearance would be minimal and will be performed by Government personnel. Contractors who have prior background investigations that make them eligible for national security clearances will be accepted under reciprocity, with minimal additional screening; however, the IRS does not anticipate granting national security clearances to the contractors working on this contract.**

21. How many employees and/or contractors are currently staffed within the “Pres-screen Adjudications Group (PSAG) (Award Group 2)? How many of those (PSAG) employees hold a government clearance to perform their duties? **PSAG has a staff of nine; one Admin/Clerical position, seven Adjudicators, and one First-Line Supervisor. The PSAG First-Line Supervisor reports to a Senior Manager who is responsible for PSAG and PIAG. All contractor personnel will be required to have public trust background investigations as outlined in Section 9.1; however, national security clearances are not required of any contractor personnel in this award group. Any work that may come through this award group that requires a national security clearance will be performed by Government personnel. Contractors who have prior background investigations that make them eligible for national security clearances will be accepted under reciprocity, with minimal additional screening; however, the IRS does not anticipate granting national security clearances to the contractors working on this contract.**

22. How many employees and/or contractors are currently staffed within the Post-Investigation Adjudication Group (PIAG) (Award Group 3)? How many of those (PIAG) employees hold a government clearance to perform their duties? **PIAG has a staff of nine; one Admin/Clerical position, seven Adjudicators, and one First-Line Supervisor. The PIAG First-Line Supervisor reports to the same Senior Manager who is responsible for PIAG and PSAG. All contractor personnel will be required to have public trust background investigations as outlined in Section 9.1; however, national security clearances are not required of any contractor personnel in this award group. Any work that may come through this award group that requires a national security clearance will be performed by Government personnel. Contractors who have prior background investigations that make them eligible for national security clearances will be**

accepted under reciprocity, with minimal additional screening; however, the IRS does not anticipate granting national security clearances to the contractors working on this contract.

23. Can the IRS Personnel Security (PS) estimate an approximate time for award of the BPA? The proposed BPA award date is expected to be in January 2009. Task Orders will subsequently be issued dependent on Personnel Security surge workload needs.

24. Can PS please clarify a point regarding the task requirements for (PSAG) Work Group 2 and (PIAG) Work Group 3?

Will contractor personnel be responsible for reviewing and analyzing the data and paperwork associated with pre-screening and post-screening adjudications, but not actually perform adjudication approvals?

Correct. Contractor will be reviewing the investigative results and will be making a recommendation of proposed action to the government.

Or is it the expectation that contractor personnel will have adjudication authority to perform adjudication approvals?

No. Only the Government has the authority to finalize the adjudication for eligibility and suitability.

We interpret the phrases to "propose adjudicative actions" or "make recommendations" to imply that contractor personnel will not have final adjudicative authority, is this correct?

Correct. See answers to the two questions above.

25. Reference: Section II Statement of Work, 9.1 Contractor Personnel Background Investigations. Our understanding of the SOW is that we will assist PS with staff augmentation during peak times for personal security processing.

Does this require that we staff up and staff down according to PS need?

It is the contractor's responsibility to have appropriate staff to meet the requirements in the task order. The contractor should have sufficient number of staff approved for access and available to satisfactorily complete contract requirements. Refer to attachment 5 for estimated workloads.

If so, when personnel are taken on and off the project, based on need, do they have to re-initiate their clearance process each time they are put back on to address the surge requirements?

No reinvestigation will be required on any individual as long as that individual has no break from the contract of more than 2 years. Please note the investigations for the contractor employees are public trust investigations for access and are not for national security clearances.

If so, what does this process entail? If the contractor has a break of more than two years, additional screening may be required and the contractor would need subject to update investigation forms.

26. Reference: Section II Statement of Work, 9.1 Contractor Personnel Background Investigations Upon notification of task order award, is the contractor expected to provide personnel who can begin work 5 days after award? Or is it expected that any paperwork required for pre-screening adjudication be submitted 5 days after contract award? Or both? Please clarify.

Contractor will have to provide the background investigation paperwork for the staff within 5 days after contract award in order to have the staff cleared by IRS before task order is awarded.

27. Reference: III.5 (c) Key Personnel. May a vendor that is awarded more than one Award Group utilize one supervisor to oversee the work of both groups or does the government anticipate a need for a distinct supervisor for each Award Group?

The decision as to the number of supervisors will be left up to the contractor to decide in their proposal.

28. Reference: Attachment 6: Sample Tasks 1, 2, and 3, Section 8.0 Performance Site(s). Can the government please clarify the level of effort, in Award Groups 2 and 3, that will occur in Kentucky and in Maryland? (How many positions will exist in each Award Group in Kentucky and how many in each Award Group in Maryland)?

Government responsibility is to provide "housing" for the number of contract employees contractor determines is needed; however, Government "housing" is not infinite=2 0and is limited to availability of "housing" at time of task order award. As of this date, 11/26/08, the government has "housing" space for 20 contract employees; all in Kentucky or up to 4 in Maryland. The current "housing" space available is in TOTAL for the three award groups. That is 20 for Award Group 1 + Award Group 2 + Award Group 3; not 20 for Award Group 1, 20 for Award Group 2, and 20 for Award Group 3.

29. Reference: Attachment 6: Sample Tasks 2 and 3, and III.5 (c) Key Personnel. For Award Groups 2 & 3, does the government anticipate a need for an onsite contract supervisor in both KY and MD for each Award Group?

The decision as to the number of supervisors and their location is up to the contractor to propose. See response to questions above.

30. Can pricing be based on a per subject basis versus an hourly figure? Award Group 1 Government desires hourly figure for each contractor personnel. For Award Group 2 and 3 pricing should be per case.

31. How many candidates per month will need background checks at any level? Estimated Workload Projections are provided in Attachment 5; broken down into monthly estimates for projected Surge work needs.

32. When is the project projected to start? The proposed BPA award date is expected to be in January 2009. Task Orders will subsequently be issued dependent on Personnel Security surge workload needs.

33. Are we to write a separate proposal for each award group, or will the Government determine which award group our agency qualifies for based on our capabilities? Propose to each Award Group that you feel you are qualified for. The Government cannot this make decision for the vendor.

34. Just for clarity, should we base our pricing solely on the Sample Task Order(s)? Yes.

35. Do we have to give pricing on all sample task orders to be considered for award? The contractor can submit a proposal for one or all award groups and pricing should be proposed as it relates to each award group.

36. In regards to past performance, we understand 2 is the minimum, but is there a maximum number of past performance references a vendor is allowed to submit? Yes, please limit your maximum number of past performance references to five (5).

37. If a vendor has multiple applicable GSA schedules is the vendor allowed to use more than 1 schedule? Yes.

38. If a vendor is submitting a bid with subcontractors, does the Government need to see the teaming agreement? Yes, you must submit your teaming agreement with your proposal if you are submitting a bid with a subcontractor or subcontractors.

39. We have read that the Contractor is responsible for drug screening of our personnel, in regards to the background investigation will that be at the expense of the Government? The cost

of the background investigation and/or screening will be at the Government's expense. Contractor is responsible for paying for the drug screening. See Section 9 of the solicitation.

40. In regards to the training and orientation provided by the Government to a maximum of 5 contractor key personnel, do those 5 key personnel's resumes need to be submitted with our proposal, or can they be provided on a need to fulfill basis, based on the growth of the contract? Resumes of key personnel must be submitted with the proposal. See section III.5(b)(1) Key Personnel.